

Job Description Grant Writer

Founded in 1978, the YWCA of Queens is a leading nonprofit recognized for providing innovative and measurable improvements for individuals and families in Queens. Under the broader mission of eliminating racism and empowering women, our focus is to empower the community through educational opportunities, skills and resource attainment in our main program areas: Pre-GED and GED, Adult Literacy, Senior services, Afterschool, Social Services and arts and culture programs. With 2 sites in Flushing and Jamaica, the majority of our students and members are immigrants who need culturally accommodating and language appropriate services.

Expectations:

The Grant writer is a part time position that will be responsible for researching, preparing, submitting, and managing grant proposals and reports. This person will be expected to maintain a calendar of submissions and report deadlines. They will be required to prepare timely and accurate reports for awarded grants and contracts. The Grant Writer reports to the Executive Director and works in partnership with program staff to ensure the alignment of grant applications with our organizations mission and vision.

Responsibilities:

- Research and identify resources for potential funding related to the mission and vision of the YWCA of Queens.
- Write grant proposals, letters of interest, and reports to foundations and government agencies.
- Maintain existing database and archives of grants submitted and received as well as all interim and final reports
- Prioritize multiple grant opportunities to ensure multiple proposals proceed in a timely manner.
- Compile data, prepare reports, success stories, and other relevant information for programs.
- Responsible for grant closeout; submit final reports and certificates. Compile information and documents needed for audit inquiries.

Qualifications

- 3 years in the field of grant writing with a successful track record.
- A bachelor's degree
- Excellent writing skills, including grammar-checking and proofreading abilities
- Creative, clear, and compelling writing style with scrupulous attention to detail and accuracy
- A command of effective storytelling
- A successful track record in setting priorities, information delivery, and time management.
- Comfortable working with numbers and data.
- Highly responsive, proactive, timely, accurate and thorough in follow-through
- Commitment to the YWCA of Queens mission and values
- Ability to work independently and as a self-starter
- Clear enthusiasm for development or marketing work

- Ability to work collaboratively across teams
- Ability to proficiently use MS Office Suite (Word, Excel, PowerPoint, Outlook, Publisher)
- Willingness to approach challenges with a good attitude and with a sense of humor.
- Work based knowledge of the North East Queens community, Immigrant issues or Women's issues desirable.

Women, people of color, and other underrepresented minorities are strongly encouraged to apply. The YWCA of Queens is an equal employment opportunity employer and does not discriminate based on age, citizenship, physical or mental disability, ethnicity, sexual orientation, marital status, race, religion, veteran status or other unlawful factors with respect to employment. The YWCA of Queens is committed to the maintenance of a drug-free workplace and ensuring compliance with the Drug-Free Workplace Act of 1988.

If interested in this position, please send a cover letter, resume to ltgarcia@ywcaqueens.org